

COVID-19 RISK ASSESSMENT / WORKFORCE PLANNING & MANAGEMENT

Assessment Number	TEMPUR 005	Process, Operation or Activity being Assessed	STANDARD CONTROL MEASURES IN WORKFORCE PLANNING & MANAGEMENT		STORES	
Sheet No.	1 of 2					
SPECIFIC HAZARD		Risk(s) Identified and/or person(s) affected	STANDARD CONTROL MEASURES - COVID-19		Further Control Measures	RRP see over
<ul style="list-style-type: none"> Contracting and the spread of Coronavirus in the workforce. 		<ul style="list-style-type: none"> All staff Members of the public External delivery drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>We have introduced strict cleaning and Social distancing procedures in our Store Operating Policy and highlighted these in RA004 & RA006.</p> <ul style="list-style-type: none"> Before the store re-opens, the Management team will prepare the store as per Stores Operations Policy 2020. Colleagues will receive full training prior and during their return to work. This will be taken from the Store Operations Policy 2020. <p>Cohort working - A cohort rota will be in place and the Store Manager will allocate a cohort partner or partners (dependent on store size). The measures are in place to minimise the risk of infection and the potential closure of the store should another outbreak happen.</p> <p>Mixed Teams -</p> <ul style="list-style-type: none"> When the needs of the business dictates, the decision will be made to mix the cohort teams to support operational processes. You will be informed by your Store Manager with as much notice as possible regarding changes to rotas and shift patterns to support the business. Any colleagues that remain furlough or on sick leave will have regular contact from their Management team. 		<ul style="list-style-type: none"> Store Operating Policy is available for all staff members on a read and sign basis. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also reminded to catch coughs and sneezes in tissues 	2
<p>TO HELP PREVENT ACCIDENTS THE CONTENTS OF THIS RISK ASSESSMENT MUST BE BRIEFED TO, AND FULLY UNDERSTOOD BY, ALL RELEVANT STAFF. BRIEFINGS MUST BE RECORDED OVERLEAF</p>			Prepared by:	M McFarlane	Signed: M McFarlane	Date: 01.05.2020. (Updated 04.11.2020
			Authorised by:	T James	Signed: T James	Date: 01.05.2020. (Updated 04.11.2020

DECLARATION RECORD

This Declaration Record must be completed by all employees and copies to the HR Manager as soon as each briefing is completed

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<p>RISK RATING PRIORITY (RRP) SYSTEM (as adopted from S Rodway Associates Limited System) This Risk Assessment reflects the conditions observed and information provided at the time of the assessment. The Risk Rating Priority (RRP) system used takes account of many factors to give a relative indication of priority based on:</p> <ol style="list-style-type: none"> Likelihood of injury Seriousness of potential injury How often does the risk arise? How many people are affected? Would affects of an accident be immediate or long-term? Could affects of an accident be catastrophic? Specific legal requirements 	
RRP 1	Very high probability of severe harm if all Control Measures are not implemented IMMEDIATE ACTION REQUIRED
RRP 2	Significant probability that major harm will occur if all Control Measures are not implemented. URGENT ACTION REQUIRED
RRP 3	Moderate probability of major harm or very high probability of minor harm if all Control Measures are not implemented. MEDIUM TERM ACTION REQUIRED (up to 3 months)
RRP 4	Majority of Control Measures in place. Probability of minor harm low to moderate. LONGER TERM ACTION REQUIRED (up to 6 months)
RRP 5	All Control Measures in place. Probability of harm none to very low. MONITOR AND MAINTAIN CONTROL MEASURES